

OPM 20-950-1
PERSONNEL DIRECTOR MEMORANDUM NO. 25-53

16 April 1953

SUBJECT: Report of Separation for Military Personnel

REFERENCE: PDM 63-52, Report of Separation and Register of Re-employable Personnel

1. Effective for military personnel leaving the Agency on and after 1 April 1953, the Military Personnel Division will complete Form 37-154, Report of Separation. These reports, plus an appropriate summary report, will be transmitted to the Research and Planning Staff on the third working day of the month following the month of separation, in accordance with the following.

Statistical Rep't Br., R&D, per J7-JT

2. Upon receipt of a request for separation action, the Military Personnel Division will conduct an exit interview with the separating individual and prepare the Form 37-154. Form 37-154 for military personnel not available for an exit interview will be prepared on the basis of available records.

3. The Report of Separation, Form 37-154, will be completed in the following manner:

a. Prepare five copies for the following distribution:

- (1) Research and Planning Staff (Original and 3 copies for following distribution: DD/A, IG, Personnel Director and RPS).
- (2) Military Personnel Division (1 copy).

b. Complete items on the Form 37-154 as follows:

- (1) Items No. 1 through 10 are self-explanatory
- (2) Omit Items No. 11, 13, 14.
- (3) Item No. 12 - Record the interviewer's concise, narrative report of the reasons for separation and his evaluation of the case, if any.
- (4) Item No. 15 - Omit the reference to re-employability and sign the form.

c. The Summary Report will appropriately record such data as reasons for separation, military grade, parent service, Agency component from which the individual is separating, etc.

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GEORGE E. MELCON
Personnel Director

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